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OHS TRAINING SCOPE OF WORK

Occupational Health and Safety Management Training

1. General Health and Safety Awareness/ Introduction to Basic Occupational SHE

The service provider(s) should be able to deliver in at least 4 languages (English, Afrikaans, Zulu and Sotho)

Duration:

2 Days

Frequency:

Training shall be provided as and when the need arises

Unit Standard:

- 1) Explain basic health and safety principles in and around the workplace _259639
- 2) Participate in the implementation and evaluation of a safety and health management programme in the workplace _259601

Target Group:

OHS Practitioners, employees who are small group team leaders, Supervisors, newly elected Fulltime Health and Safety Reps, SHE reps, and General Workers who have not had previous exposure to SHE legislation and fundamentals of organizational SHEQ system management.

Purpose:

To equip learners with information, knowledge and skills to be able to:

- 1) Control basic SHE hazards and risks at the point of action and in the execution of day to day operational tasks.
- 2) Explain the importance of integrating safety and health considerations in routine activities within the workplace and identify the critical areas in order to prevent incidents taking place.
- 3) Understand safety performance measures against established objectives, deal with any deviations from the set objectives and make recommendations on the development of the safety and health management programme.

Course contents:

The course should therefore cover the following aspects:

- a) Explain the scope and objective of SHE legislation
- b) Explain both employer and employee duties with regard to occupational safety and health in the workplace;
- c) Understand the Rights of the Employer and Employee as per SHE legislation

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- d) Explain the general safety rules in the workplace.
- e) Understand Eskom's lifesaving rules
- f) Explain the use and application of Personal Protective Equipment in the workplace
- g) Explain good housekeeping in the workplace.
- h) Explain and apply emergency procedures in the workplace.
- i) Identify basic SHE hazards in the work place
- j) Carry out preliminary risk assessment of the allocated job and work area
- k) Take immediate, appropriate action to rectify the problem according to own scope and authority
- l) Notify the correct person in the correct way to ensure further action is taken
- m) Practical application of the concepts shared

Course outcomes:

On completion of this course, learners will be able to:

- a) Explain both employer and employee duties with regard to occupational safety and health in the workplace.
- b) Explain the general safety rules in the workplace.
- c) Explain the use and application of Personal Protective Equipment in the workplace
- d) Explain good housekeeping in the workplace.
- e) Explain and apply emergency procedures in the workplace.
- f) Explain the requirements for the implementation of a safety and health management programme in the workplace.
- g) Implement the procedures for evaluating safety and health performance in a workplace, as required by the safety and health management programme.
- h) Evaluate performance of workplace safety activities required by the safety and health management programme.
- i) Explain the requirements for the implementation of a safety and health management programme in the workplace..
- j) Implement the procedures for evaluating safety and health performance in a workplace, as required by the safety and health management programme.
- k) Evaluate performance of workplace safety activities required by the safety and health management programme.

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2. Office Health and Safety

Duration:

1 day

Frequency:

Once off

Refresher/Retraining:

Retraining will be conducted where internal regulations, standards and procedures set change

Validation of certificate:

Certificate does not expire

Unit Standard:

Target Group:

Office based employees

Purpose:

To promote office safety and ensure that learners understand their responsibilities in terms of maintaining health and safety at work.

Course content and outcomes:

On completion of this training, learners will be able to

- a) Demonstrate understanding of Office Health and safety management programme
- b) Explain the principles of office safety
- c) Describe Office hazards, risks and controls
- d) Demonstrate understanding of Emergency preparedness for office environment
- e) Health and safety promotion.

3. SHE Training for Supervisors

Duration:

3 Days

Frequency:

Training shall be provided as and when the need arises

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Refresher/Retraining:

Retraining will be conducted where internal regulations, standards and procedures change

Unit Standard:

Supervise personal safety practices in the workplace- 254099

Target Group:

Eskom and Contractors Supervisors

Purpose:

The purpose of this course is to equip learners' knowledge and skills to be able to implement Health and Safety policies and safe work procedures, as well as supervise personal safety practices and manage safety emergencies in the workplace

Course contents:

- a) Overview of Occupational Health and Safety Act (OHSA) and Compensation for Occupational Injuries and Diseases Act. (COIDA);
- b) Roles and responsibilities of Line Managers and OHS/SHE Professionals in the implementation of health and safety
- c) Overview of health and safety in the workplace;
- d) Understanding the Eskom SHEQ Policy and health and safety procedures;
- e) Emergency preparedness planning;
- f) Overview of Hazards Identification and Risk Assessment (HIRA) and housekeeping;
- g) Dangers and control measures when working with moving machinery and other hazardous conditions
- h) Safety procedures for work in confined spaces.

Course outcomes:

On completion of this course, learners will be able to:

- a) Demonstrate an understanding of Health and Safety in the workplace.
- b) Ensure the implementation of Health and Safety policies and procedures.
- c) Participate in the development and implementation of a Health and Safety plan for their sections in line with the site Health and Safety plan.
- d) Monitor the implementation of the Health and Safety plan, systems and procedures in their sections.

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- e) Explain relevant sections of the Occupational Health and Safety Act and Compensation for Occupational Injuries and Diseases Act. (COID).
- f) Explain the purpose of health and safety committees and health and safety representatives.
- g) Explain safe working practices in the workplace in accordance with work policies and procedures.
- h) Explain the application of emergency procedures
- i) Monitor good housekeeping practices in workplace.
- j) Explain the dangers of working with moving machinery and other hazardous conditions in the workplace.
- k) Explain and monitor procedures for entering a confined space.

4. NEBOSH Construction Safety Management

Duration:

15 Days + 1 Day (Theory Assessment)

Frequency:

Training shall be provided as and when the need arises.

Refresher/Retraining:

Retraining will be conducted where internal regulations, standards and procedures set change

Validation of certificate:

Certificate does not expire.

Unit Standard:

Comply with legal requirements for a construction contract_9982

Target Group:

SHE Professionals and Managers working in Construction environments, Construction Engineers and Supervisors who require special competency in Construction Safety

Purpose:

At the completion of this course participants will be knowledgeable on aspects and activities that form part of effective Construction Safety Management and competent to provide advice on SHE matters and prevent accidents in construction environment.

Course contents and outcomes:

The course should therefore include the following:

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- a) Foundations in construction health and safety
- b) Basic Legal Liability concepts and Health and Safety Policy
- c) Organizing for health and safety in construction, Health and Safety Committees and Representatives
- d) Promoting a positive health and safety culture
- e) Risk assessment
- f) Principles of control and incidents prevention
- g) General site issues – hazards and controls (including requirements for premises, housekeeping, machinery and equipment safety)
- h) Working at height – hazards and control
- i) Excavation work and confined spaces – hazards and control
- j) Demolition– hazards and control
- k) Movement of people and vehicles – hazards and control
- l) Work equipment – hazards and control
- m) Manual and mechanical handling – hazards and control
- n) Electrical – hazards and control
- o) Fire – hazards and control
- p) Chemical and biological health – hazards and control
- q) Physical and psychological health – hazards and control
- r) Incident investigation, recording and reporting
- s) Monitoring, review and audit
- t) NGC1: Management of Health and Safety workplace hazards
- u) NCC1: Managing and Controlling Hazards in Construction Activities.
- v) NCC2: Construction Health and Safety Practical
- w) Concept of SHEQ management

Course outcomes:

- a. Demonstrate practical application and implementation of Health and Safety Management system
- b. Identify legal requirements and comply with applicable regulations and procedures.
- c. Register with legal entities and professional bodies.

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- d. Demonstrate practical knowledge of hazards and risk control methods.

5. Construction Regulations compliance training

Duration: 2 Day.

Frequency: Training shall be provided as and when the need arises

Refresher/Retraining:

Retraining will be conducted when starting a new project and extension of work that includes new hazards. Retraining will be conducted where the content of the legislation, regulations, codes of standards and project specification and procedure change

Validation of certificate:

Certificate does not expire

Unit Standard:

Comply with legal requirements for a construction contract_9982

Manage health and safety on a construction project_ 15136

Eskom Procedure 32-136

Target Group:

All Managers and Supervisors involved in construction related work.

Objectives:

This course is aimed at training employees in the statutory requirements and regulations specific to their working environment as specified in the Construction Regulations under the Occupational Health and Safety Act, Act 85 of 1993.

Course contents:

The course scope shall include:

- An overview of the Construction Regulations;
- An overview of the Eskom construction and contractor management process and procedures;
- The role of clients;
- The role of designers;
- The role of project managers;
- The role of the agent
- The role of COHS manager

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- h) The role of COHS officer
- i) The role of quantity surveyors;
- j) The registering process with legal entities and bodies for all personnel in Construction Projects (SACPCMP).
- k) Legal appointments
- l) Pre-planning;
- m) Risk assessments, methods and techniques for identifying, evaluating and managing hazards on a construction project, and how to determine corrective and preventative measures;
- n) Health and safety specification;
- o) Project Health and Safety Plans;
- p) Occupational Health and Hygiene;
- q) Safe work procedures;
- r) Method statements;
- s) Health and Safety File;
- t) Overview of key health and safety interventions;
- u) Inspections / Audits;
- v) The cost of accidents;
- w) Man hours (reporting and recording)
- x) Health and Safety as the catalyst for project performance.

Course outcomes:

- a) Discuss the importance of legislative controls over construction work and applicable penalties
- b) Evaluate the definition of “construction work” and apply to a predetermined set of examples
- c) Discuss outcome of evaluation in a group setting.
- d) Discuss the various definitions of the role players and application to business unit / self.
- e) List the different appointments to be made as per the Construction Regulations and briefly describe the duties of those appointees
- f) Briefly describe the different phases of the Eskom Contractor Management process and the roles of Procurement personnel, SHE functionaries, Contract Managers and other role players at the different phases,
- g) List the Eskom Contractor Management level 1 procedures facilitating compliance to the Construction Regulations.

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6. Contracts Health and Safety Management Training for Tender Committee members

Duration: 2 hours – Overview contact training and 1 hour – e-learning assessment

Frequency: Training shall be provided as and when the need arises (once off)

Unit Standards:

Comply with legal requirements for a construction contract_9982

Eskom Procedure 32-726, 32-136, 32-524 and 37-2 agreement, Supplier deregistration.

Target Group:

Members of different Eskom Tender committees throughout the Organisation

Purpose:

The purpose of this course is to:

Equip learners with knowledge to be able to implement the different of safety aspects Safety Eskom contracts management standard and policies according to their respective roles in the construction work value chain;

Course contents

- a) Eskom Construction SHE Management standard, procedures and process.
- b) Roles and responsibilities of all role players (Project Managers, Contract Managers, Tender Committee members, Procurement and OHS officials) in contractor management.
- c) Application of health and safety for contracts.
- d) The application of Health and Safety specifications and requirements when scoping for a project and evaluating potential service providers during the tendering stage.
- e) Applicable legislation for effective construction health and safety management

Course outcomes:

On completion of this course, learners will be able to:

- a) Demonstrate an understanding of Eskom procedures related to contracts safety management.
- b) Understand the legal and moral implications of contracting service providers for different works for Eskom.

7. Contracts Health and Safety Management Training for Procurement Officials

Duration: 2 days

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Frequency: Training shall be provided as and when the need arises (Once off)

Unit Standards:

Manage health and safety on a construction project_ 15136

Comply with legal requirements for a construction contract_9982

Eskom Procedure 32-726, 32-136, 32-524 and 37-2 agreement, Supplier deregistration

Target Group:

Procurement personnel (Buyers, Commodity Sourcing Managers, etc. involved in the tendering process for all contracted work in the Organisation)

Purpose:

The purpose of this course is to:

Equip learners with knowledge and skills to be able to implement the different aspects of the Eskom health and safety management standards, procedures and policies according to their respective roles in the construction work value chain.

Course contents

- a) Eskom Construction SHE Management procedures
- b) Roles and responsibilities of Project Managers, Procurement and OHS officials in contractor management
- c) The application of Health and Safety specifications and requirements when scoping for a project and evaluating potential service providers during the tendering stage.

Course outcomes:

On completion of this course, learners will be able to:

- a) Demonstrate an understanding of Health and Safety with regard to contract management.
- b) Demonstrate understanding of legal requirements and their application within the Eskom construction management space.
- c) Demonstrate an understanding of the Eskom contracts management process

8. Contracts Health and Safety Management Training for SHE Practitioners

Duration: 3 days

Frequency: Training shall be provided as and when the need arises

Unit Standards:

Manage health and safety on a construction project_ 15136

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Comply with legal requirements for a construction contract_9982

Eskom Procedure 32-726, 32-136, 32-524 and 37-2 agreement, Supplier reconsideration, Project life cycle model (construction)

Target Group:

Construction SHE Professionals

Purpose:

The purpose of this course is to:

Equip learners with knowledge and skills to be able to implement the different aspects of the Eskom Health and Safety construction management standards, procedures and policies according to their respective roles in the construction value chain;

Course contents (minimum)

- a) Eskom Construction SHE Management procedures
- b) Roles and responsibilities of Project Managers, Procurement and OHS professional (construction Manager, Officer, Agent, etc) officials in contractor management
- c) Legal appointments
- d) Application of health and safety on a construction site (Permit requirement, notifications, auditing)
- e) The application of Health and Safety specifications and requirements when scoping for a project and evaluating potential service providers during the tendering stage.
- f) Professional registrations
- g) Site Health and safety plan and site establishment
- h) Applicable legislation for effective construction health and safety management

Course outcomes:

On completion of this course, learners will be able to:

- a) Demonstrate an understanding of Health and Safety on a construction site.
- b) Assist with the development of Health and Safety policies and procedures.
- c) Develop and implement a Health and Safety Site plan.
- d) Monitor the implementation of the Health and Safety plan, systems and procedures.
- e) Demonstrate the application of Health and Safety specifications and requirements when scoping for a project and evaluating potential service providers during the tendering stage.
- f) Demonstrate understanding of legal requirements and their application within construction management.

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- g) Demonstrate understanding of the registering process with legal entities and bodies for all personnel in Construction Projects (SACPCMP).

9. Contracts Health and Safety Management Training for Construction Clark of works, Project Supervisors, Managers, Engineers, Designers and Agents

Duration: 3 days

Frequency: Training shall be provided as and when the need arises (once off)

Unit Standards:

Manage health and safety on a construction project_ 15136

Comply with legal requirements for a construction contract_9982

Eskom Procedure 32-726, 32-136, 32-524 and 37-2 agreement, Supplier reconsideration

Target Group:

Construction Supervisors, Clark of works, Project Managers, Engineers, Designers and Eskom Agents.

Purpose:

To equip learners with knowledge and skills to be able to implement the different aspects of the Eskom health and safety contracts management standards, procedures and policies according to their respective roles in the construction work value chain;

Course contents

- Eskom Contracts OHS Management procedures and process
- Roles and responsibilities of Project Managers, Procurement and OHS officials in contractor management
- Application of health and safety on a construction site
- Site Health and safety plan and site establishment
- Applicable legislation for effective construction health and safety management

Course outcomes:

On completion of this course, learners will be able to

- Demonstrate an understanding of Health and Safety on a construction site.
- Describe and demonstrate an understanding of the Eskom contracts management process from start to end
- Monitor the implementation of the Health and Safety plan, systems and procedures.

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- d) Demonstrate the application of Health and Safety specifications and requirements when scoping for a project and evaluating potential service providers during the tendering stage.
- e) Demonstrate understanding of legal requirements and their application within the Eskom construction management space.
- f) Demonstrate understanding of the registering process with legal entities and bodies for all personnel in Construction Projects (SACPCMP).

10. Legal Liability based on Occupational Health and Safety Act 85 of 1993 (OHS Act) training

Duration: 1 Day

Frequency: Training shall be provided as and when the need arises

Unit Standard:

Demonstrate understanding of occupational health and safety legislation in the workplace _ 244288

Demonstrate knowledge and understanding of relevant current occupational health and safety legislation such as OHS Act 85 of 1993_120344

Target Group:

Supervisors, Line, Senior Managers and all persons whose work related activities involve the management and control of occupational health and safety issues.

Purpose:

The purpose of this course is to provide learners with knowledge of the basic principles of occupational health and safety legislation and the consequences of non-compliance

Course contents:

- a) Health and safety management system and programmes
- b) Duties of the employer
- c) Health and safety policy
- d) Risk Management (assessment and control)
- e) Health and safety planning (Targets, objectives and indicators)
- f) Health and safety Structures, roles and responsibilities
- g) Health and safety training
- h) Procurement management
- i) Engineering/maintenance
- j) Safety observations, inspections and Task analysis

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- k) Personal Protective Equipment
- l) Communication
- m) Enforcements
- n) Inspectors, Investigations and Inquiries
- o) Offenses, Penalties and Liability Concerns
- p) Health and Safety legal liability for executives. Include case studies to demonstrate their liability and accountability .

Course outcome:

On completion of this course, learners will be able to:

- a) Demonstrate knowledge and understanding of the basic principles of the relevant legislation
- b) Explain the requirements for compliance as stipulated in the current legislation.
- c) Determine the management controls required under legislation to achieve compliance.
- d) Demonstrate knowledge and understanding of record keeping required by the legislation.
- e) Explain the legal obligations of the employer in terms of training and communication.
- f) Discuss pertinent occupational health and safety legislation applicable to a specific workplace.
- g) Discuss and explain the application of the common law principles pertinent to health and safety in the workplace.
- h) Apply the current Act for compensation for occupational injuries and diseases in the workplace.

11. Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COID) training

Duration: Introduction – 1 Day

Frequency: Training shall be provided as and when the need arises.

Refresher/Retraining:

Retraining will be conducted where legislation, regulations, codes and standards prescribed change.

Unit Standard:

Explain the scope of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993 - 117155

Target Group:

Introduction: All employees

Advanced: Managers, Supervisors and employees involved in the COID reporting process.

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Purpose:

The aim of the COID Act is to provide for compensation in the case of disablement caused by occupational injuries and diseases, sustained or contracted by employees in the course of their employment, or death from such injuries or diseases, and to provide for matters connected therewith.

This training is aimed at creating awareness and understanding of the purpose, application and legal requirements of the COID Act, and the correct reporting and recording procedures with regards to work related injuries and diseases.

Course Content:

The course scope shall include:

- a) Overview of the COID Act Legislation;
- b) Fundamentals of the COID Act;
- c) The right to compensation;
- d) The duties of the employer and employee;
- e) Benefits and the calculation thereof;
- f) Different classes of compensation payments and the manner of calculating earnings;
- g) Procedure and steps to follow when reporting injuries and diseases;
- h) Prepare compensation documentation for occupational injuries and diseases;
- i) The compensation process and the required documentation for the completion and submission of a claim;
- j) Checklist for compensation problems;
- k) COID management process;
- l) The investigation of an injury or disease in the workplace;
- m) Accidents outside of the Republic of South Africa;
- n) Legal rules, inquiries, fines and penalties; and
- o) The new amendments to the COID Act

12. Mine Health and Safety Act training

Duration: 2 days

Frequency: Training shall be provided as and when the need arises

Refresher/Retraining:

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Refresher will be conducted where the content of internal regulations, standards and procedures set change

Validation of certificate:

Certificate does not expire

Unit Standard:

Demonstrate knowledge of the Mine Health and Safety Act, regulations and definitions – 110205

Target Group:

Employees, Supervisors, Managers and all other employees interacting with the mines for Eskom Business

Purpose:

To provide participants with knowledge and practical understanding of the Mine health and safety legislation, its latest amendments, implications and application in Eskom.

Course Content:

- a) Introduction to MHSA, criminal and civil liability
- b) Aims and objectives of the MHSA
- c) The role of the MHSA in the broader responsibilities for SHE
- d) Duties of the employer and employees regarding SHE issues in a mining environment
- e) Insight into the liabilities of various parties under the MHSA
- f) Types on reportable incidents under the MHSA
- g) Rights, duties and powers of SHE Representatives and committees
- h) Implications of manufacturer's duties in accordance to MHSA
- i) MHSA regulations and their applications

13. Health & Safety (SHE) Representatives Training

Duration: 2 days

Frequency: Training shall be provided as and when the need arises

Refresher/Retraining:

Retraining will be conducted whenever the need arise for the candidate has decided to continue with the role of being a Health and Safety Representatives.

Validation of certificate:

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The certificates will not expire .

Newly appointed SHE Reps who have never been trained will be trained before or soon after being appointed to be able to fulfil their duties.

Unit Standard:

Describe the functions of the workplace health and safety representative _ 259622

Conduct workplace Occupational Health and Safety (OHS) inspections _259619

Target Group:

Employees to be appointed or appointed as Health and Safety Representatives in terms of OHS Act

Purpose:

The purpose of this course is to enable learners to:

- 1) Understand the objectives and statutory requirements pertaining to health and safety in the workplace.
- 2) Explain the rights, powers, functions and duties of the workplace health and safety representative and how any errant health, safety and environmental issues may be handled.
- 3) Participate in the safety, health and environmental structures and measure these activities according to health, safety and environmental requirements.

Course Content:

- a) Legal aspects and requirements
- b) General duties of employers and employees
- c) Hazard identification and risk assessment techniques
- d) Causes and effects of accidents and incidents
- e) Accident / incident investigations
- f) Critical task inventory and analysis
- g) Colour codes and symbolic signs
- h) Personal Protective Equipment
- i) Inspection techniques
- j) Task / Job observation processes
- k) Effective communication skills
- l) Health and Safety Committee structures and requirements
- m) Emergency preparedness and response requirements

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Course outcomes:

On completion of this course, learners will be able to:

- a) Describe the framework of workplace health and safety legislation pertaining to health and safety representatives
- b) Explain the specified requirements to conduct safety, health and environmental representation activities at a working place
- c) Address safety, health and environment related issues within the scope of authority.
- d) Comply with the activities within safety, health and environmental structures.
- e) Explain the relevant legal requirements to conduct Occupational Health and Safety (OHS) inspections
- f) Plan Occupational Health and Safety (OHS) inspections.
- g) Conduct inspections to identify non-compliance in the workplace.
- h) Report on Occupational Health and Safety (OHS) inspections.

14. Incident Management and Root Cause Analysis Training (RCAT)

Duration: 3 Days.

Frequency: Training shall be provided as and when the need arises.

Refresher/Retraining:

Refresher will be conducted where the content of internal regulations, standards and procedures set change

Validation of certificate:

The certificate issued will be for the period of three years.

Unit Standard:

Conduct an investigation into workplace safety, health and environmental incidents_259617

Target Group:

Managers, SHE Reps, OHS Professionals, Supervisors and all employees involved in incident investigation process.

Purpose:

This course will give the learners knowledge of Eskom incident management process, skills to use root cause analysis technique (RCAT) and to develop effective corrective actions in order to eventually help prevent the recurrence of incidents.

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RCAT is a systematic incident investigation tool, which allows the investigators of incidents to identify the safety system deficiencies that lead to the occurrence of a loss or a potential loss. It guides the investigator through a process of loss or potential loss evaluation, identification of immediate and basic causes and ultimately the determination of lack of control.

Course contents:

They should have a thorough knowledge about the following:

- a) Causes and consequences of incidents - A map for investigations;
- b) Overview of the Eskom incident management procedure and process (Incident notification, reporting, classification, investigation, follow-up and close-out);
- c) Subjectivity and objectivity during incident investigation;
- d) Overview of risk management in the application of root cause analysis;
- e) Root cause analysis technique;
- f) Remedial actions;
- g) Case studies and lessons learnt;

Learning outcomes:

On completion of this course, learners will be able to:

- a) Describe requirements for workplace safety, health and environment incident investigation
- b) Describe the different steps of the incident management process as per Eskom incident management procedure
- c) Describe the root cause analysis technique as applied in the Eskom incident management procedure
- d) Explain the importance of sharing the outcomes of an investigation and lessons learnt

15. Baseline Hazard Identification and Risk Assessment training

Duration: 5 Days

Frequency: Training shall be provided as and when the need arises

Unit Standard:

Conduct a baseline risk assessment and take appropriate action _ 244287

Demonstrate an understanding of risk assessment concepts and processes - 252775

Target Group:

OHS Practitioners, Occupational Hygiene Practitioners, Line Managers, Project Managers and SHE Reps.

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Purpose:

Techniques to conduct and/or maintain the organisation's baseline risk assessment must be part of the skills amongst the managerial and supervisory levels.

As such they must be inducted in the principles of OHS risk management, line management responsibilities, and the use of risk assessment tools as outlined in the Eskom Occupational Health and Safety Risk Assessment Procedure 32-520.

The purpose of this course is to equip learners with knowledge and skills to be able to conduct work place base-line risk assessment.

Course Contents:

The course should include the following aspects:

- a) Description of the Eskom OHS risk assessment process;
- b) Description of different types of risk assessment (Baseline, Issue-based, continuous and Health risk assessments);
- c) Practical steps to conduct workplace risk assessments;
- d) Specified requirements needed to conduct a base-line risk assessment.
- e) Practical steps in conducting a baseline risk assessment.
- f) Remedial action for hazards identified and risks assessed.
- g) Compiling a comprehensive baseline risk assessment report;
- h) Workplace checklist (including ergonomics hazards)

Course outcome:

On completion of this course, learners will be able to:

- a) Explain the specified requirements needed to conduct a base-line risk assessment.
- b) Prepare to conduct a baseline risk assessment.
- c) Conduct a baseline risk assessment.
- d) Initiate remedial action for hazards identified and risks assessed.
- e) Compile a baseline risk assessment report.
- f) Present and explain the business unit risk profile base on the baseline risk assessment report.

16. Hazard Identification and Risk Assessment (HIRA)

Duration: 3 Days.

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Frequency: Training shall be provided as and when the need arises

Refresher/Retraining:

Retraining will be conducted where internal regulations, standards and procedures change.

Validation of certificate:

N/A

Unit Standard:

Conduct a continuous risk assessment in a workplace _ 120330

Demonstrate an understanding of risk assessment concepts and processes – 252775

Conduct an issue –based risk assessment and take appropriate action - 244508

Target Group:

Employees whose work activities involve risk assessment and management

Purpose

After the training the target audience should have broad knowledge, skills and understanding of techniques and methodologies of conducting risk assessments as per Eskom Risk Assessment procedure

Course contents:

- a) General principles and the theory of risk assessment
- b) Explain the concept - baseline risk assessment
- c) Explain the concept – issue/task based risk assessment
- d) Explain the concept- continuous risk assessment
- e) Occupational hazard identification and qualification
- f) Hazards identification, risk analysis and risk consequences
- g) The mechanics and technicalities of risk assessment process
- h) Describe different risk control strategies
- i) Initiate remedial and follow-up actions for the identified hazards and assessed risks

Course outcomes:

On completion of this course, learners will be able to:

- a) Explain the legal and specified requirements for conducting continuous risk assessments
- b) Describe the continuous risk assessment process

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- c) Prepare to conduct a continuous risk assessment.
- d) Initiate remedial action and follow up on Continuous Risk Assessment.

17. **Planned Critical Task Analysis/ Job Safety Analysis / Hazardous Task Assessment Training**

Duration: 2 Days.

Frequency: Training shall be provided on appointment and when the need arises.

Refresher/Retraining:

Refresher will be conducted where the content of the internal regulations, standards and procedures set change.

Validation of certificate:

N/A

Unit Standard:

Conduct a Task Analysis and take appropriate action to address identified risks _ 120341

Target Group:

Managers, Supervisors and all employees involved in the SHE Management System.

Purpose:

The purpose of this course is to train learners to be able to conduct a task analysis as part of a risk assessment process.

Managers and Supervisors should acquire the techniques to systematically analyze tasks from a SHE and efficiency perspective, and be able to deal with all of the critical concerns in the workplace. Job Safety Analysis, task analysis and procedures, is one of the critical systems in a proactive and integrated SHE management system, and managers and supervisors should therefore have thorough insight into the following:

Course Contents:

Job Safety Analysis (Task analysis) Task assessment–Written Safe Work Procedures:

- a) Causes and effect of loss;
- b) Management control of loss;
- c) Task analysis and procedures; explain what a task analysis is, Conduct a task analysis, Take appropriate action to address identified risks.
- d) Inventory of tasks;

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- e) Identifying the critical tasks;
- f) Break tasks down into steps or activities;
- g) Pinpoint loss exposure;
- h) Make efficiency checks/ inspections;
- i) Develop controls;
- j) Write procedures, practices or work instructions
- k) Implementation and monitoring of procedures, practices or work instructions;
- l) Update and maintain records.

Course outcome:

On completion of this course, learners will be able to:

- a) Explain what a task analysis is.
- b) Conduct a task analysis.
- c) Take appropriate action to address identified risks.

18. Written Safe Work Procedures (W.S.W.P) Training

Duration: 3 Days including formative and summative assessments.

Frequency: Training shall be provided on appointment and when the need arises.

Refresher/Retraining:

Retraining will be conducted where the content of the internal regulations, standards and procedures set change.

Validation of certificate:

Competency certificate will not expire

Unit Standard:

Conduct workplace Occupational Health and Safety (OHS) inspections – 259619 and other related unit standards

Target Group:

Managers, Supervisors and all employees who are required to carry out formal or informal job observations, critical task analysis and compile written safe work procedures.

Purpose:

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To give Managers, Supervisors and employees knowledge and skills to systematically analyse tasks from a SHE and efficiency perspective and be able to compile safe work procedures for their critical tasks.

Course Contents:

- a) Causes and effect of loss;
- b) Management control of loss;
- c) Overview of Written Safe Work Procedures and Inspections Techniques;
- d) Task analysis and compiling a safe work procedure;
- e) Ensuring the effective implementation of the safe work procedure.

19. Hot Works

Duration: 1 day

Frequency: Training shall be provided as and when the need arises (once off)

Refresher training and Certificate Validation:

Retraining will be conducted where the content of the legislation is amended, the requirements set by regulations, standards and codes change.

Accreditation:

None

NQF Level:

None

SAQA ID:

None

Unit Standard:

None

Credits:

None

Target Group:

All employees performing different hot work activities such as welding

Course contents:

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The course scope shall include:

- a) Classification of hot work
- b) Hot work hazards and dangers
- c) Safety precautions when doing hot work
- d) All the legislative and safety requirements for safety during hot work activities;

20. Ergonomics training

Duration: 3 Days

Frequency: Training shall be provided as and when the need arises

Refresher/Retraining:

Refresher shall be conducted where the legislation, regulations and codes are amended.

Validation of certificate:

Certificate does not expire

Unit Standard:

Conduct an ergonomic assessment and take appropriate action _244523

Target Group:

Occupational Hygiene and OHS Practitioners

Purpose:

Ergonomics training shall be aimed at creating awareness, understanding and an appreciation for the field of Ergonomics. Ergonomics looks at the relationship between our bodies and the machinery or equipment that we use in order to perform our daily tasks. It looks at the physical factors in the work place, which may affect the safety, health, comfort or general physical well-being of employees.

The purpose of this course is to equip learners with knowledge and skills to be able to conduct an ergonomic assessment and take appropriate action

Course Contents:

The course scope shall include:

- a) Ergonomics definition and principles
- b) New changes in the Ergonomics legislation
- b) The benefits of an ergonomic programme
- c) Ergonomic related injuries and their causes

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- d) Identifying ergonomic risk factors
- e) Office ergonomics
- f) Industrial ergonomics
- g) Control strategies to minimize risk
- h) Injuries prevention strategies

Course outcome:

- a) On completion of this course, learners will be able to:
- b) Explain the concept of ergonomics in the workplace.
- c) Perform post-assessment activities

21. Asbestos Awareness training

Duration: 1 Days

Frequency: Training shall be provided as and when the need arises

Refresher/Retraining:

Retraining shall be conducted where the legislation, regulations and codes are amended and where work methods change and when there are significant changes on the type of work carried out and the type of equipment used to control exposure.

Validation of certificate:

Certificate does not expire

Unit Standard:

Practice environmental awareness – 12512

Target Group:

Eskom employees working in areas with Asbestos

Purpose:

The purpose of this course is to equip learners with knowledge and skills to be able to understand the qualities and dangers of asbestos and associated control measures.

Course Contents:

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The course scope shall include:

- a) Asbestos definition and principles
- b) The benefits of an asbestos programme
- c) Asbestos related dangers, incidents and their impacts
- d) Identifying asbestos risk factors
- e) Office / workplace asbestos containing areas
- f) Industrial asbestos
- g) Control strategies to minimise risk
- h) Asbestosis prevention strategies

Course outcome:

- a) On completion of this course, learners will be able to:
- b) Explain the concept of asbestos in the workplace.
- c) The benefits of an asbestos programme
- c) Asbestos related dangers, incidents and their impacts
- d) Identifying asbestos risk factors
- e) Office / workplace asbestos containing areas
- f) Industrial asbestos
- g) Control strategies to minimise risk
- h) Asbestosis prevention strategies

22. Hazardous Chemicals Agents Management training

Duration: 3 Days

Frequency: Training shall be provided as and when the need arises

Unit Standard:

- 1) Monitor and make recommendations on the application of health and safety principles regarding hazardous substances in the working place _120370
- 2) Identify and deal with dangerous goods _119032
- 3) Manage hazardous substances _264454

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Target Group:

- Employees working with different types of HCA and dangerous goods;
- Drivers of vehicles carrying HCA and;
- OHS, Occupational Hygiene Practitioners and other employees who may be exposed to HCA in the course of their duties.

Purpose:

The purpose of this course is to equip learners with knowledge and skills to be able to demonstrate the ability to monitor, advice and report on compliance with legislation regarding hazardous substances.

Course contents and learning outcomes:

On completion of this course, learners will be able to:

- Monitor, advice and report on the specified requirements with regards to hazardous substances in a work place
- Understand and apply all the applicable regulations as contained in the new HCA regulations amended in 2021 and the different types of dangerous goods Legislation, Protocols and Conventions.
- Demonstrate knowledge pertaining to the application of methods in preventing exposure to hazardous substances in a work place.
- Perform basic control and confinement of hazardous materials operations within the capabilities of the resources and personal protective equipment available.
- Demonstrate understanding of the protection of people working with hazardous materials and situations
- Assist emergency services in protecting people and property from hazardous materials.
- Identify protective action factors.
- Apply protective actions.
- Apply safety precautions.
- Demonstrate knowledge pertaining to the classification, physical state, health effects and disposal methods of hazardous substances in a workplace.
- Analyse an incident for potential or actual hazardous materials and their possible consequences.
- Consider options and plan the management of an incident.
- Implement a hazardous materials management plan.
- Evaluate a hazardous materials management plan.

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23. Working in confined spaces and control measures

Duration: 3 Days.

Frequency: Training shall be provided as and when the need arises.

Refresher/Retraining:

Refresher will be conducted based on the risk assessment conducted, where the content of legislation, regulations, standards and procedures change.

Validation of certificate:

The certificate issued will not expire.

Unit Standard:

Work in confined spaces on construction sites _15034

Implement safety procedures for open hole or deep excavations _365183

Target Group:

All employees who are required to perform work in confined spaces, their Supervisors and SHE Practitioners.

Purpose:

The purpose of this course is to equip learners with knowledge and skills to be able to identify the hazard of confined spaces and the precautions required for the safety of the workers and public.

Course Content:

a) Understanding the general principles involved in work in confined spaces

- Poor or no ventilation and the effect of it
- Claustrophobia and risks
- Medical and psychological fitness for work in confined spaces
- Design aspects influencing accessibility and egress

b) Understanding the planning, preparation, execution and wrap up of work in confined spaces

- The practical planning of work in confined spaces and overview
- Aspects to be worked through during the preparatory phase
- Aspects to be managed during the execution phase
- Aspects to be managed during the wrap-up phase

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c) Understanding risk assessments of work in confined spaces

- Put risk assessments in context
- Practical aspects to be identified, evaluated and controlled
- Typical application of risk assessments in various scenarios
- Execution of a risk assessment

d) Understanding sub terrain confined spaces (trenches, pits, pipes and sewers)

- Presentation of types of access systems and its practical application
- Inspection and maintenance on the equipment
- Ways and means to install access systems
- Procurement specifications and checks for compliance

e) Understanding container type confined spaces (tanks, drums, pipes and containers)

- Presentation of types of access systems and its practical application
- Inspection and maintenance on the equipment
- Ways and means to install access systems
- Procurement specifications and checks for compliance

f) Understanding ventilation and breathing systems

- Ventilation techniques and equipment
- Safe atmospheric conditions and minimum life sustaining requirements
- Types and use of breathing protection and support systems

g) Understanding gas monitoring, gas warning and personal air safety systems

- Basic principles of gas monitoring
- Types and application of gas warning systems
- Types and application of personal air safety systems

h) Understanding the integration with permit system and legal requirements

- Treatment of confined spaces in terms of Eskom Plant Safety Regulations
- Understanding basic legal requirements and compliance
- Role and execution of heat stress tests in support of maintaining a safe confined space

i) Understanding rescue principles

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- Confined space rescue principles, techniques and equipment
- Practical examples of rescues
- Case studies

Learning outcomes:

On completion of this course, learners will be able to:

- Identify the hazards of working in confined spaces.
- Identify appropriate protective clothing or equipment.
- Identify training requirements for unskilled workers working in confined spaces & train the workers.
- Plan and Implement emergency procedures.
- Explain the relevant Occupational Health and safety regulations.
- Explain the legal responsibilities for Health and Safety when working in or alongside excavations
- Identify unsafe working conditions relating to excavations
- Determine methods of achieving health and safety when working in or alongside excavations.
- Undertake responsibility for safety of self and others.
- Conduct safe work practices.